



Cotton Shed Theatre Company

Secretary - Job Description

Background

Cotton Shed is an inclusive theatre company and charity based in Rossendale, East Lancashire. We offer inclusive performing arts to all children, young people and adults, no matter what their background, experiences or needs. We offer a safe and stimulating theatre environment which allows each individual to learn new skills, build confidences and showcase their talents. No one is excluded at Cotton Shed, only celebrated.

The Secretary works alongside the Board to support the organisation in all matters of administration including minute taking, circulating board information, ensuring all trustee information is kept up to date and supporting the Chair of the board with board meeting preparations.

Terms

Reports to: Board of Trustees

Hours of commitment: 5-6 days per year.

Contract: Volunteer

Secretary Role

Skills

- Administrative Skills inc. minute taking
- Computer literate

Other

- Commitment to the work of Cotton Shed Theatre Company
- A clear passion for our work, and alignment to our values and mission
- Commitment to championing representation and inclusion
- Together with the Board of Trustees, to ensure the charities compliance with all statutory requirements.
- Understanding of the legal duties, responsibilities and liabilities of trusteeship
- Experience working with a charity registered as a charitable incorporated organisation or a company limited by guarantee, would be desirable.

Board members are also required to act with integrity and in the best interests of the company, avoiding personal conflicts of interest, or misuse of the company's funds or assets

Expressions of Interest

Expressions of interest should be made by emailed letter to info@horseandbamboo.org. The letter should highlight the skills and attributes you can bring to the role. You should demonstrate your experience in any similar role, as well as your reasons for wishing to become Secretary of Cotton Shed Theatre Company.

Please contact us on 01706 220 241 if you require this information in an alternative format.

For an informal discussion about the roles, please contact our Artistic Directors, Horse + Bamboo on info@horseandbamboo.org or 01706 220 241.



General Guidance

Cotton Shed Theatre Company is committed to equality for everyone and we encourage you to apply no matter what your age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

We welcome board candidates from all backgrounds and from all sectors. We are particularly committed to supporting applications from individuals with backgrounds or social groups that are currently underrepresented in the creative industries – including those within South Asian communities (particularly Bangladeshi, Indian and Pakistani), African and Caribbean communities and Deaf and disabled people, as well as individuals from lower socioeconomic backgrounds. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Single Equalities Act 2010.